

**Port of Port Angeles
POSITION DESCRIPTION FORM**

CHECK THE BOX THAT APPLIES:			<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Vacant Position	<input type="checkbox"/> Filled Position
POSITION TITLE: Human Resources					
INCUMBENT'S NAME (if filled position):					
DEPARTMENT or DIVISION: Admin					
FLSA STATUS: Exempt			SALARY GRADE: 10-13		
EMPLOYMENT CLASSIFICATION:					
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Part-time	%	<input type="checkbox"/> Seasonal		

JOB SUMMARY	
<p>This is a multifaceted role that requires performing complex administrative, technical, and professional work with expertise in Human Resources, Public Relations, and General Administration. The position demands a high degree of confidentiality, legal knowledge, independent judgment, initiative, and strategic communication skills.</p>	

SUPERVISORY RELATIONSHIPS	
IMMEDIATE SUPERVISOR'S NAME: Jennifer Baker	SUPERVISOR'S TITLE: Director of Finance and Administration
<p>1. What type of supervision is required for this position while performing assigned duties?</p> <p>This position requires limited supervision from the Director of Finance and Administration and close collaboration with the Port's managers and directors.</p> <p>2. What responsibility, if any, is there for directing or supervising the work of others?</p> <ul style="list-style-type: none"> • Provide guidance and training to all Port staff on HR and Public Records law and best practices. • Provides subject matter expertise for policy development and review. 	

ESSENTIAL FUNCTIONS	
<p>List the primary functions of the position in decreasing order of importance by percentage of time spent on each. Functions listed in this section should fall into one or more of the following categories:</p> <p>A. Job tasks that are fundamental and are the primary reason(s) for which the job was established.</p> <p>B. Any task(s) that are so critical that they cannot be eliminated from the description of the job without significantly changing the position's function or classification.</p> <p>C. Any task(s), regardless of the frequency of performance, which another employee cannot assume.</p>	
Percentage* <input type="checkbox"/> By month <input checked="" type="checkbox"/> By year <input type="checkbox"/> Other:	Essential Functions

70%	<p>Human Resources:</p> <ul style="list-style-type: none"> • Carries out human resources functions for the Port, including classification, compensation, recruitment, selection, orientation, policy development and revision, employee and labor relations, benefits administration, and payroll. • Works with directors, managers, and supervisors to assist with employee coaching, performance issues, and the application of legal standards, policies, procedures, and CBAs. • Maintains required training records/licenses and ensures training and licenses are renewed in a timely manner (Commissioner open public meetings, CDLs, TWIC cards, etc.). • Compiles salary surveys and reviews job descriptions with managers to ensure accuracy. • Establishes and maintains personnel files. • Prepares 1095-B Health Insurance Coverage forms. • Supports managers with maintaining and updating policies and procedures by managing the electronic policies in an easy-to-access location, tracking the dates related to when policies should be updated, and other related items. • Maintains confidential personnel information in appropriate files and locations and appropriately handles sensitive topics. • Serve as lead negotiator for the Collective Bargaining Agreements with Teamsters and International Longshore and Warehouse Unions. Administers other various personnel programs, such as Employee Recognition Programs. • Organizes and oversees employee trainings. • Manages employee absences and leave, and accommodation requests. • Processes employee actions such as hirings, promotions, and separations. • Oversees the port's workers' compensation program, including reviewing claims, communicating with the Washington State Department of Labor and Industries, coordinating the light-duty/return to work program, OSHA monitoring, and reporting injury and illness data, ensuring all required state and federal posters are placed in employee areas. • Identifies areas of safety risk and suggested improvements. • Coordinates and files yearly hearing tests. Attends Safety Committee meetings. • Manages unemployment filings, including responding to the Washington State Department of Employment Security.
30%	<p>Public Relations & Communications</p> <ul style="list-style-type: none"> • Develop and implement a Public Relations and communication strategy. • Coordinate messaging across departments to ensure consistency and alignment. • Build and maintain strong relationships with local communities, civic groups, businesses, and elected officials. • Plan and manage public outreach. • Oversee production of newsletters, radio and social media content, speeches, op-eds, and annual reports. • Enhance the Port's image by managing branding, messaging consistency, and public perception. • Monitor public sentiment and respond to misinformation or negative publicity. • Manage contracts with external PR firms, graphic designers, or videographers for campaigns or special projects.

QUALIFICATIONS

Knowledge, Skills, & Abilities Required:

- In-depth knowledge of and the ability to administer, implement, and/or execute the following:
 - Federal and Washington State laws, rules, and regulations that are required in all human resources functions and actions.
 - Practices, principles, and techniques of recruitment and selection processes.
 - Labor negotiation planning and strategies, CBA interpretation, and administration.
 - Labor and employee relations, conflict resolution, and best practices.
 - Employee benefits: medical, dental, vision, LTD, life, and VEBA insurance programs.
 - Workers' compensation reporting requirements, L & I recording and posting requirements, OSHA 300 filing requirements; light duty, ADA accommodation, and return to work procedures.
 - Techniques and tools used in the development and administration of position classification systems, compensation plans, and market surveys.
 - Public Records Act law, components, and best practices
- Ability to effectively present detailed information to employees, customers, and the public. Must have impeccable customer service skills and strategies.
- Ability to present to the public and the Board of Commissioners in open public meetings.
- Ability to effectively use computer software, including Microsoft Word, Excel, Outlook, PowerPoint, and website administrative tools.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to write reports and fill out forms accurately.
- Ability to proficiently utilize calculators, copy machines, and other office equipment
- Ability to read, write, and speak the English language at a level for efficient job performance.
- Ability to read, analyze, and interpret business periodicals, government regulations, and company handbooks.

Preferred Work Experience:

- A minimum of five (5) years of increasing responsibility in human resources management, including supervisory or strategic leadership roles
- Two (2) years' experience working in the public sector.

Preferred Education and Training:

- Bachelor's Degree in Public Administration, Business Administration, Human Resources Administration, or a closely related field.
- Valid Washington State driver's license.
- Society for Human Resources Management Certified Professional

PHYSICAL and WORKING CONDITIONS

While performing the responsibilities of the position, the employee is generally required to meet the following physical demands:

1. **Strength**
 - a. LIGHT - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.
2. **Movement**
 - a. STOOPING - Bending body downward and forward. May require full use of the lower extremities and back muscles.

- b. REACHING - Extending hand(s) and arm(s) in any direction.
 - c. HANDLING - Seizing, holding, grasping, turning, or otherwise working with hand or hands.
 - d. FINGERING - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand/arm.
3. **Auditory**
- a. TALKING - Accurately and efficiently expressing or exchanging ideas by means of the spoken word.
 - b. HEARING - Receiving detailed information through oral communication by perceiving the nature of sounds.
4. **Vision**
- a. NEAR ACUITY - Clarity of vision at 20 inches or less.

Working Conditions

- a. OFFICE ENVIRONMENT - Work is mostly performed in a climate-controlled facility providing reasonable comfort and security. Noise level is usually low. Some travel between work locations may be required.

The job duties as defined are an accurate reflection of the work to be performed by this position.

Approval Signatures:

Supervisor/Dept. Head

Date

Chief Operating Officer

Date

Chief Executive Officer

Date

Human Resources

Date